

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB00-39

Date: November 1, 2000
Expiration Date: 12/31/00
69:56:jp:4193

TO: LOCAL WORKFORCE INVESTMENT AREAS
CHIEF ELECTED OFFICIALS
CALIFORNIA WORKFORCE INVESTMENT BOARD STAFF
WDB STAFF

SUBJECT: WIA FISCAL REQUIREMENTS WORKSHOP

The purpose of this bulletin is to announce a new training workshop on Workforce Investment Act (WIA) Fiscal Requirements. The Local Training Response Unit (LTRU), of the Workforce Investment Division, has designed a one-day session for both new staff and those with some fiscal experience at the Local Workforce Investment Board (LWIB) level. The course will review the scope of the WIA federal fiscal requirements, fiscal systems, Office of Management Budget Circulars, One-Stop centers, Memoranda of Understanding, allowable costs, cost allocation/cost pooling, equipment, and record keeping. In keeping with LTRU training guidelines, attendees should expect plenty of hands-on participation in this general training session.

The training session is scheduled for December 7, 2000, and is limited to 30 participants. It will take place at the Employment Development Department University Administration, 1808 14th Street, Sacramento CA 95814, from 9 a.m. to 4 p.m.

All LWIB fiscal staff who are interested in attending this training should complete and fax the attached registration form. The class will be filled on a first-come, first-served basis (of registration forms received via mail or fax, not by phone), with a two-person limit per each LWIB. This is a pilot workshop; future sessions will be scheduled in the Bay Area, the Central Valley, San Diego, Los Angeles, and Riverside. Also, if a LWIB is interested in hosting this training for its staff and other local partners, please indicate choices for potential training dates on the registration form.

If you have any questions, please contact Don MacMillan at (916) 654-8308.

/S/ BILL BURKE
Chief

Attachment

**WORKFORCE INVESTMENT ACT (WIA)
FISCAL REQUIREMENTS WORKSHOP REQUEST FORM**

This form should be completed and faxed to:

**Employment Development Department
Workforce Investment Division
Attention: Don MacMillan
FAX: (916) 654-9657 or (916) 654-9586**

The Workforce Investment Act Fiscal Requirements Workshop is requested on December 7, 2000, for the following individuals:

Please print clearly

Name:	Name:
LWIB Name:	LWIB Name:
Phone:	Phone:

This form may also be used to request a Fiscal Requirements Workshop from the Local Training Response Unit (LTRU). The LTRU will provide the trainer for the one-day workshop, as well as the applicable training materials at no charge to the Local Workforce Investment Board (LWIB). In return, the host LWIB agrees to provide a list of attending participants to the LTRU in advance of the training date and provide adequate facilities for the class. Class size is limited to 30 participants.

Please indicate below your choices for potential training dates. These dates should reflect a minimum of 60 days lead time from submitting this form, but no earlier than January 8, 2001, to allow for adequate planning.

1st Date:	2nd Date:	3rd Date:
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Please indicate your contact person regarding confirmation of your selected dates and arrangements for the training.

Name:	Title:
LWIB Name:	Phone #:
Fax:	

This form is being submitted by: _____ Phone #: _____